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NURSING SPECIAL PROJECT GRANTS

PROGRAM GUIDE

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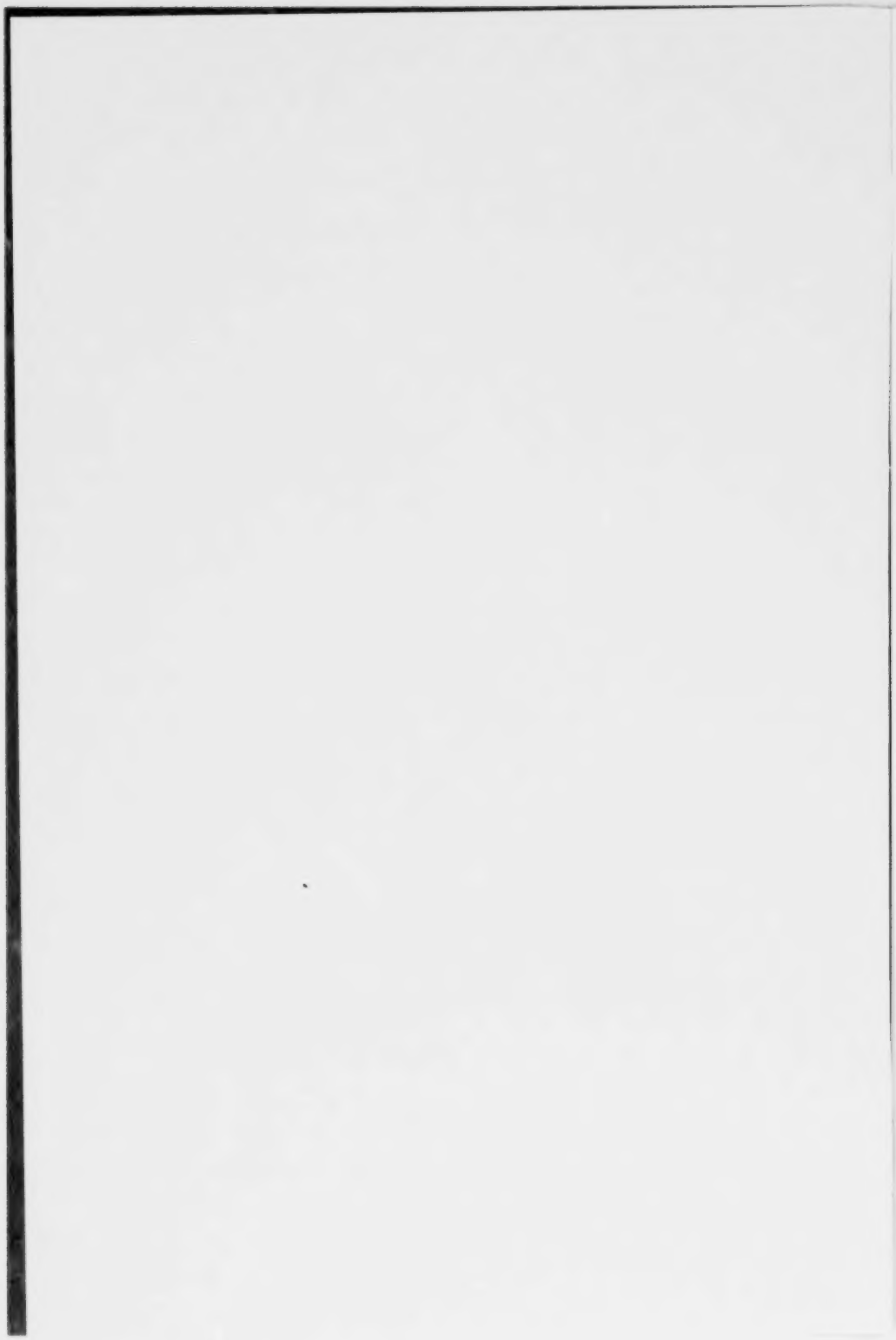
U.S. Department of Health and Human Services
Public Health Service
Health Resources and Services Administration
Bureau of Health Professions
Division of Nursing
Rockville, Maryland 20857



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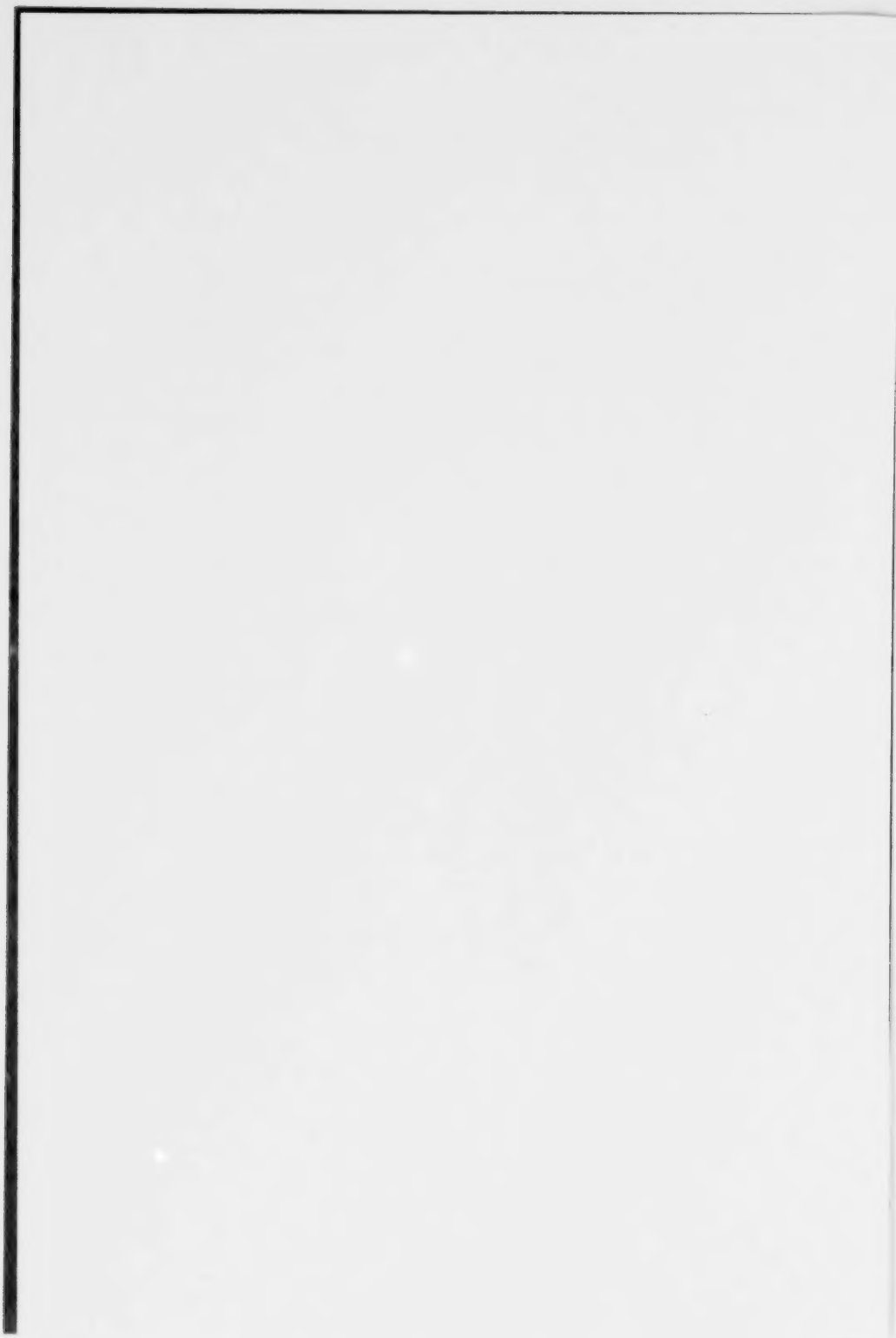

NONDISCRIMINATION

Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Therefore, Nursing Special Project Grants, like every other program or activity receiving financial assistance from the Department of Health and Human Services, must be operated in compliance with this law.

In accordance with 45 CFR, Part 83 of the DHHS Regulations issued under Sections 704 and 855 of the Public Health Service Act, no grant, loan guarantee, or interest subsidy payment under Titles VII or VIII of the Public Health Service Act shall be made to or for the benefit of any entity, and no contract under Titles VII or VIII of the Public Health Service Act shall be made with any entity, unless the entity furnishes assurances satisfactory to the Director, Office for Civil Rights, that the entity will not discriminate on the basis of sex in the admission of individuals to its training programs.

Attention is called to the requirements of Title IX of the Education Amendments of 1972 and in particular to Section 901 of such Act and 45 CFR, Part 86, which provide that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

Attention is called to the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and 45 CFR, Part 84, which provide that no otherwise qualified handicapped individual in the United States shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Attention is called to the requirements of Section 401 of the Health Programs Extension Act of 1973, as amended, which provides that no entity which receives any grant, contract, loan guarantee, or interest subsidy under the Public Health Service Act may deny admission to or otherwise discriminate against any applicant (including applicants for internships and residencies) for training or study because of the applicant's reluctance or willingness to counsel, suggest, recommend, assist, or in any way participate in the performance of abortions or sterilizations contrary to or consistent with the applicant's religious beliefs or moral convictions.

Attention is called to Section 710 of the Public Health Service Act which provides that no contract, grant, cooperative agreement, loan guarantee, or interest subsidy

payment may be awarded under Titles VII and VIII to, or for the benefit of, any school, program, or training center if the tuition levels or educational fees at the school, program, or training center are higher for certain students solely on the basis that such students are the recipients of traineeships, loans, loan guarantees, service scholarships or interest subsidies from the Federal Government.

Attention is called to 45 CFR, Part 91, the general rule that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

PROTECTION OF HUMAN SUBJECTS

Safeguarding the rights and welfare of human subjects involved in activities supported by Public Health Service grants or contracts is the responsibility of the institution which receives the funds awarded for support of the activity.

In order to provide for adequate discharge of this institutional responsibility, no grant or contract for an activity involving human subjects shall be made unless the application for such support has been reviewed and approved by the Institutional Review Board and the institution has submitted a certificate of such review and approval, in accordance with the requirements of Public Law 93-348, as implemented by Part 46 of Title 45 of the Code of Federal Regulations, as amended. Form HHS-596 (Rev. 5/80) shall be used.

Information concerning this policy may be obtained from:

Office for Protection from Research Risks
National Institutes of Health
Bethesda, Maryland 20205

INTRODUCTION

NURSING SPECIAL PROJECT GRANTS

Special Project Grants are authorized under Title VIII, Section 820 of the Public Health Service Act to improve nursing practice through projects that increase the knowledge and improve the skills of nursing personnel which enhance their effectiveness in health care delivery.

The purposes for which grant support may be sought are listed below:

1. Increase nursing education opportunities for individuals from disadvantaged backgrounds, as determined in accordance with criteria prescribed by the Secretary, by (a) identifying, recruiting, and selecting such individuals; (b) facilitating the entry of such individuals into schools of nursing; (c) providing counseling or other services designed to assist such individuals to complete successfully their nursing education; (d) providing, for a period prior to the entry of such individuals into the regular course of education at a school of nursing, preliminary education designed to assist them to complete successfully such regular course of education; (e) paying such stipends as the Secretary may determine for such individuals for any period of nursing education, and; (f) publicizing, especially to licensed vocational or practical nurses, existing sources of financial aid available to persons enrolled in schools of nursing or who are undertaking training necessary to qualify them to enroll in such schools;
2. Provide continuing education for nurses;
3. Provide appropriate retraining opportunities for nurses who (after periods of professional inactivity) desire again actively to engage in the nursing profession;
4. Demonstrate improved geriatric training in preventive care, acute care and long term care (including home health care and institutional care);
5. Help to increase the supply or improve the distribution by geographic area or by specialty group of adequately trained nursing personnel (including personnel who are bilingual) needed to meet the health needs of the Nation, including the need to increase the availability of personal health services and the need to promote preventive health care;
6. Provide training and education to upgrade skills of licensed vocational or practical nurses, nursing assistants, and other paraprofessional nursing personnel.

SPECIAL CONDITIONS FOR PURPOSE NO. 1

Stipends

Stipends may be awarded to students from disadvantaged backgrounds with financial hardship who have special needs. Students are selected by the grantee institution in accordance with the intent of the program and the guidelines established by the applicant organization.

Student stipend support is provided to assist in covering general living expenses. Stipend support is not intended as a recruitment device or to replace other financial aid resources. Since the stipend does not cover tuition, required fees, books, or supplies,

the grantee should make every effort to meet these costs through institutional financial resources.

When requesting student stipend assistance, applicant institutions are required to:

(a) Designate a person within the school of nursing or the applicant entity to direct and assume responsibility for the stipend program.

(b) Submit with the application a copy of the institution's policies and guidelines, including eligibility criteria, which govern the award and monitoring of stipend funds.

(c) Maintain documentation which will enable government auditors, or other officials to review practices at institutions to determine conformance with the established grant policy.

Level and Duration of Stipend Support

The maximum annual (12 months) amount for stipends (to be prorated and paid on the basis of one-twelfth for each month of training) is $2,400. The maximum stipend payment of $200 per month shall be paid to eligible full-time students at regular intervals. Students may be paid a stipend only during academic periods of study.

Student Travel Allowances

Travel allowances require justification and prior approval. The cost of a trainee's initial travel from his or her residence to the training institution is allowable only in cases of extreme need or hardship. A one-way travel allowance may be authorized by the Grants Management Officer upon written request by the applicant institution.

When a period of required field training is arranged at a site beyond reasonable commuting distance and it is necessary for the trainee to establish a new residence, a transportation allowance may be provided for travel to that site. An allowance also may be provided for return travel to the training institution if the trainee is required to return to the training institution in order to complete the program of study. Travel allowances may not be provided for daily commuting from the place of residence to the field of training headquarters or for food, lodging, tolls, parking fees, or for travel to professional society meetings.

Cost reimbursement for allowable travel shall be in accordance with the grantee institution's travel policy. If the grantee institution has no formal travel policy, the rate is 20.5 cents per mile.

ADMINISTRATION AND ASSISTANCE

The Catalog of Federal Domestic Assistance program number for Nursing Special Project Grants is 13.359.

This Program Guide describes the policies governing Nursing Special Project Grants. These grants are governed (in order of precedence) by the enabling legislation, program regulations issued, terms and conditions of the award document; PHS Supplemental Chapters to the DHHS Grants Administration Manual, and 45 CFR Part 74. The program guidelines contained in this Program Guide are amplified explanations of the requirements in the documents cited. It is essential that this Program Guide and all application instructions be read by applicants before completing the application.

The *PHS Grants Policy Statement* and April 1984 Addendum also are very valuble documents for use in administering a grant supported program. Copies may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The stock number is 017-020-00090-01.

Nursing Special Project Grants are administered by the Division of Nursing and the Grants Management Branch of the Bureau of Health Professions (BHPr), Health Resources and Services Administration (HRSA). Applicants may obtain consultation, additional programmatic information and technical assistance from the Division of Nursing. Matters related to consultation, program management and content or technical assistance should be addressed to:

Nursing Education Branch
Division of Nursing, BHPr, HRSA
Parklawn Building, Room 5C-14
5600 Fishers Lane
Rockville, Maryland 20857
Telephone (301) 443-6193

Matters related to the business and grants management aspects of grants should be addressed to:

Grants Management Officer (D10)
Bureau of Health Professions, HRSA
Parklawn Building, Room 8C-22
5600 Fishers Lane
Rockville, Maryland 20857
Telephone (301) 443-6915

LEGISLATIVE HISTORY

The Nurse Training Act of 1964 (Public Law 88-581) added Title VIII, Nurse Training, to the Public Health Service Act. Section 805 authorized grants to public and nonprofit private schools of nursing to assist them in meeting the additional costs of projects designed to strengthen, improve, or expand programs to teach and train nurses. Title II of the Health Manpower Act of 1968 (Public Law 90-490) continued and substantially broadened the authority for special projects for improvement in nurse training. Eligibility for grants was extended to include public or nonprofit private agencies, organizations, or institutions as well as schools of nursing. In addition, the purposes of special project grants were broadened. Section 868(a) of the Act authorized grants to encourage full utilization of educational talent for the nursing profession.

The Nurse Training Act of 1971 (Public Law 92-158) further extended the authority for special project grants and broadened the scope of special project grants.

The Nurse Training Act of 1975 (Title IX of P.L. 94-63) and the Nurse Training Act Amendments of 1979 (Title I of P.L. 96-76) consolidated the purposes of special project grants under Section 820 of the Public Health Service Act, and provided two new purposes related to upgrading skills of licensed practical nurses, nurse assistants and other paraprofessional nursing personnel, and the development of short-term in-service training programs for nurses aides and orderlies employed in nursing homes.

The Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35) repealed three of the purposes previously eligible under the Nurse Training Act Amendments of 1979.

The Nurse Education Amendments of 1985 (P.L. 99-92) continued the purposes eligible under the previous legislation and added additional purposes.

The Health Professions Training Assistance Act (P.L. 99-129) amended Title VIII nurse training authorities and added a new purpose relating to the improvement of geriatric training.

DEFINITIONS

The following definitions shall apply for Nursing Special Project Grants.

"Act" means the Public Health Service Act, as amended.

"Secretary" means the Secretary of the Department of Health and Human Services and any other officer or employee of the Department of Health and Human Services to whom the authority involved has been delegated.

"Council" means the National Advisory Council on Nurse Training established by section 851(a) of the Act.

"Budget Period" means the interval of time into which the project period is divided for budgetary and reporting purposes, as specified in the grant award document.

"Project Period" means the total time for which support of a project has been approved, including any extensions thereof.

"Project Director" means an individual designated by the grantee in the grant application and approved by the Secretary to direct the project being supported under Section 820.

"State" includes in addition to the several States, (only the District of Columbia,) the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, the Virgin Islands, or the Trust Territory of the Pacific Islands.

"School of Nursing" means a collegiate, associate degree or diploma school of nursing, as such are defined in Section 853 of the Act.

"Nonprofit" as applied to any school or entity means one which is a corporation or association, or is owned and operated by one or more corporations or associations, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual.

"Nursing Personnel Who are Bilingual" means nursing personnel with the ability to speak and understand, in addition to English, a language used by any major United States population group composed of individuals of limited English-speaking ability.

"Individuals of Limited English Speaking Ability" means: (1) individuals who were not born in the United States or whose native language is a language other than English, and (2) individuals who come from environments where a language other than English is dominant, and by reason thereof, have difficulty speaking and understanding the English language.

"Individuals from Disadvantaged Backgrounds", (Purpose No. 1) are individuals who: (1) come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a school of nursing; or (2) come from a family with an annual income below a level based on low-income thresholds by family size published by the U.S. Bureau of the Census, adjusted annually for changes in the Consumer Price Index, and multiplied by a factor to be determined by the Secretary for adaptation to this program. The Secretary periodically will publish in the *Federal Register* such factor and income levels as adjusted.

ELIGIBILITY

Eligible Applicants

To be eligible for a grant, the applicant must be a public or nonprofit private school of nursing or other public or nonprofit private entity.

Eligible Projects

Grants may be awarded to meet the cost of projects to carry out any one of the legislative purposes identified under Section 820 of the Act.

APPLICATION PROCESS

Application materials for Nursing Special Project Grants are available from:

Grants Management Branch
Nursing Special Project Grants
Office of Program Support, BHPr, HRSA
Parklawn Building, Room 8C-22
5600 Fishers Lane
Rockville, Maryland 20857

An application kit for a Nursing Special Project Grant contains:

- Training Grant Application, Form PHS 6025-1
- Instructions for preparing Training Grant Application, Form PHS 6025-1
- Supplement to Instructions for preparing a Nursing Special Project Grant Application, Form PHS 6025-1
- Nursing Special Project Grants Program Guide
- *Federal Register* (June 27, 1978, Part II and November 2, 1981)
- Application Receipt record with mailing label
- Protection of Human Subjects Assurance - Form HHS-496, 1/82

CONSULTATION

Consultation concerning the development or critique of grant proposals is available from the Division of Nursing staff. Assistance may be obtained through telephone or mail communication, visits by the applicant to Division of Nursing offices or at national, regional or state meetings.

LENGTH OF SUPPORT

Initial grant support may be requested for periods up to three years. If the grantee wishes continued Federal support beyond the period originally approved, a competing continuation application must be submitted. The maximum length of support is five years.

APPLICATION SUBMISSION

Instructions for the development of Special Project Grant applications are contained in Application for Training Grants (PHS 6025-1) and in the Supplement to the Instructions for Nursing Special Project Grants. Each new and competing continuation application must include all information required for competitive review. Prior applications or reports will not be available to reviewers of competing continuation applications and should not be referenced for supportive data by current applicants.

Nursing Special Project Grant Applications may be submitted at any time to the Grants Management Branch, BHPr. They are reviewed three times a year by the National Advisory Council on Nurse Training in January, May and August. The National Advisory Council on Nurse Training is a statutory body which advises the Secretary of Health and Human Services in the administration of the programs authorized by the legislation. The following schedule will be helpful in planning submission of applications:

Receipt Date	Peer Review	NACNT* Review
March 1	June	August
July 1	October	January
November 1	February	May

*National Advisory Council on Nurse Training

REVIEW PROCESS AND CRITERIA

Competing applications are initially reviewed by staff for completeness and compliance with grant policies. Non-Federal experts then review grant applications in relation to the criteria listed below. These reviewers make recommendations about the merit of the proposal to the National Advisory Council on Nurse Training. After final reviews by the Council, their recommendations are made to the Secretary. Within the limits of funds available for this program, the Secretary, after consultation with the Council, may award grants to those applicants whose projects will best

promote the purposes of Section 820 of the Act, taking into consideration among other pertinent factors, the following criteria:

(1) The national or special local need which the particular project proposes to serve;

(2) The potential effectiveness of the proposed project in carrying out such purposes;

(3) The administrative and managerial capability of the applicant to carry out the proposed project;

(4) The adequacy of the facilities and resources available to the applicant to carry out the proposed project;

(5) The qualifications of the project director and proposed staff;

(6) The reasonableness of the budget in relation to the proposed project; and

(7) The potential of the project to continue on a self-sustaining basis after the period of grant support.

Applicants are notified of the action recommended by the National Advisory Council by letter from the Director, Division of Nursing, within three weeks following the Council meeting. A summary of reviewers' comments which support the action recommended is included with the letter of notification.

THE FUNDING PROCESS

Approved applications are funded as funds become available.

Funding Priorities

Of the funds appropriated (annually), not less than 20 percent is required to be obligated for project grants supporting assistance to programs for individuals from disadvantaged backgrounds (Purpose No. 1); not less than 20 percent for projects to demonstrate improved geriatric training in preventive care, acute care and long term care (Purpose No. 4); and not less than 10 percent for projects to increase the supply or improve the distribution of adequately trained nursing personnel by geographic area or specialty group (Purpose No. 5).

Preparation for Funding

In preparation for funding, program staff review the application to determine that the application has responded to any questions or specific conditions required by the National Advisory Council on Nurse Training.

Grants Management staff review the budgets of all approved applications, deleting any ineligible costs. In addition, they ascertain that the applicant is in compliance with nondiscrimination requirements and has filed the necessary assurances required by law.

Indirect Costs

Indirect costs of all grants for Special Projects will be reimbursed at the lesser of the institution's actual indirect cost or eight percent of total direct costs exclusive of equipment.

Notice of Grant Award

A formal Notice of Grant Award, which includes the starting date of the project, is sent to applicants whose projects are funded.

The Notice of Grant Award provides funds for conduct of the project during the first budget period (usually 12 months). The approved amounts and types of expenditures authorized for the budget period and the levels of support recommended for the remainder of the project period will be indicated on the initial Notice of Grant Award.

The grantee financial officer is encouraged to establish a working relationship with the Grants Management Branch of the Bureau of Health Professions to facilitate sound fiscal management of the award.

Method of Payment

Special Project Grant funds are paid to the grantee through the Letter-of-Credit or Monthly Cash Request System applicable to other awards under the DHHS Payment Management System (PMS). Under these systems, grantees draw Federal funds only as they are needed for disbursement. Questions concerning the method of payment should be directed by the individual designated as the payee on the Notice of Grant Award, to:

Federal Assistance Financing Branch
DHHS
P.O. Box 6021
Rockville, Maryland 20852
301-443-1660

EXPENDITURE OF GRANT FUNDS AND REBUDGETING

Grant funds may be used only for the purposes described in the approved application. Approval of a grant budget by the awarding unit constitutes prior approval for expenditure of funds for costs included in the approved budget, as shown on the Notice of Grant Award. For detailed information concerning the definition of allowable costs and the principles governing their allocation, applicants should refer to the *PHS Grants Policy Statement*.

Grantee institutions may rebudget funds to meet certain unanticipated needs, when such departures from the approved budget enhance progress of the project toward its stated objectives and adhere to the requirements described in the *PHS Grants Policy Statement*.

Noncompeting Continuation Application

Continued support for each year of the approved project period is subject to satisfactory progress toward achieving the project objectives, the availability of funds, and the continuation of legislative authority. Noncompeting continuation awards do not compete for funds with new applications. A noncompeting continuation application with instructions for completing the application will be sent to the grantee by the Grants Management Staff approximately 120 days before the current budget period expires.

Funds which are unobligated at the end of each budget period remain in the grant account as restricted funds and may be used only within the limits of the budget approved for a succeeding budget period. The amounts of noncompeting continuation awards may be adjusted by the Public Health Service in consideration of unobligated balances remaining from funds previously awarded.

Competing Continuation Application

Support to continue a grant beyond the approved project period may be requested in a competing continuation application. Competing continuation applications are reviewed in the same manner as new applications and must compete for available funds.

Supplemental Application

If, during a budget period, funding for project expansion is required over and above that in the currently approved budget, and such funds are not otherwise available, a supplemental application may be submitted. Applications for supplemental funds

are reviewed in the same manner as a new application and must compete for available funds. If awarded, the additional amount becomes part of the current grant.

Increased adminstrative costs that take effect during a current budget period, such as institution-wide increases in salaries or fringe benefits not included in the current grant application, may be requested by letter signed by an authorized grantee official. Such requests are noncompeting but are subject to the approval of the awarding component and the availability of funds. Requests for supplemental funds to meet increased administrative costs for subsequent years may be included in the application for continuation support.

Changes in Approved Project Activities

Prior approval must be secured to appoint a new project director, to change the project period or to modify the project activities. Approval for such changes should be requested from the Grants Management Branch, Bureau of Health Professions. Extensive changes in the scope of project activities require review and action by the National Advisory Council on Nurse Training.

REPORTS

Financial Status Report

A financial status report is required within 90 days after the end of each budget period. A final accounting of expenditures is required within 90 days after the end of the project period. The final financial status report must show no unliquidated obligations and must indicate the exact balance of unobligated funds.

Annual Program Performance Report

Submission of an annual report, which identifies and describes the grantee's progress toward meeting the project objectives, is necessary to assure continued grant support. Materials and instructions for preparing and submitting this report will be sent to the grantee with the continuation application approximately 120 days prior to termination of the budget period.

Final Program Performance Report

A final progress report must be submitted within 90 days after the end of the project period. Materials and instructions for preparing and submitting this report will be sent to the grantee by the Grants Management Branch approximately 90 days prior to the termination of the project.

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